

SECOND REVISION
ADMINISTRATIVE DIRECTIVE NO. 122

This 8th day of October 2004,

IT APPEARS THAT:

(1) Pursuant to Delaware Constitution, art. IV, § 13, the Chief Justice has general administrative and supervisory powers over all the courts. The Chief Justice exercises this authority, in part, by issuing Administrative Directives with the approval of the Justices of the Supreme Court. The purpose of those Administrative Directives is to establish consistent systemwide administrative policies to be implemented by all courts.

(2) There have been several improved protocols for systemwide cooperation, including the examples described in the following paragraphs.

(3) As a component of the FY 2001 judicial budget formulation process, the draft budget presented to the Chief Justice was a collaborative effort with the State Court Administrator and the court administrators, working together, to establish systemwide priorities. This new budget process led to a greater understanding of the systemwide needs of the Judiciary.

(4) The Executive Committee of the Judicial Conference meets regularly to carry out its duties under Supreme Court Rule 81(f), including consulting with and giving advice to the Chief Justice.

(5) The Chief Justice has appointed a Technology Subcommittee of the Executive Committee, chaired by Chief Magistrate Griffin. That Subcommittee meets regularly to oversee technology policy and operations of the Judicial Information Center, and reports directly to the Chief Justice.

(6) To expand the concept of systemwide cooperation beyond these and other initiatives, it is imperative that the State Court Administrator and the court administrators meet on a regularly scheduled basis to develop systemwide administrative policies to promote efficiency and consistency within the Judiciary. To accomplish this goal, a Council of Court Administrators should be established.

NOW, THEREFORE, IT IS DIRECTED with the unanimous approval of the members of the Supreme Court pursuant to the Delaware Constitution, art. IV, §13(1) that:

(A) A Council of Court Administrators is hereby established and shall consist of the following persons and such other persons as the Chief Justice shall determine from time to time:

Justice of the Peace Courts	Thomas W. Nagle
Court of Common Pleas	Carole B. Kirshner
Family Court	Randall Williams
Superior Court	Maureen Golden Frederick
Court of Chancery	Ramona Monsen
Supreme Court	Stephen D. Taylor
Administrative Office of the Courts	State Court Administrator

(B) The Council shall meet regularly and frequently in the discretion of the Chair (but the meetings shall be held at least monthly) to help develop and implement systemwide administrative policies for all Delaware courts. All members of the Council shall attend each meeting, except that if personal attendance of a member is not feasible, a designee may be substituted with approval of the Chief Justice or the Chief Justice's designee. Presiding judges are always welcome to attend or to send a designee to each meeting of the Council.

(C) The State Court Administrator shall be the Chair of the Council. Given the current vacancy in that office, the Deputy State Court Administrators shall act as temporary Chair.

(D) Each court administrator shall retain his/her responsibilities for the daily operation of his/her court and will be answerable to his/her chief judge for those operations. As members of the Council, court administrators will be answerable to the Chief Justice for the development and implementation of systemwide administrative policies with the goal of having courts address administrative issues as a unified court system.

(E) The first issues the Council shall consider for systemwide coordination are: (1) managing the design and planning for the New Castle County Courthouse to establish it as a modern and user-friendly facility within the guidelines of the New Castle County Courthouse Executive Committee; (2) developing case management systems, including integrated financial management systems and performance measurements; and, (3) developing approaches to assist the courts and the litigants in cases in which litigants are representing themselves on a *pro se* basis.

(F) The Council is not limited to the foregoing projects, and may discuss any other issue that requires the establishment of a systemwide policy, including a unified personnel system, budget, technology, security, and facilities.

(G) To the extent that Council's deliberations include technology matters, the Council shall coordinate with the Technology Subcommittee of the Executive Committee of the Judicial Conference.

(H) To the extent the Council's deliberations include security matters, the Council shall coordinate with the Court Security Task Force established by Administrative Directive No. 119 dated December 1, 1999.

(I) The Chair of the Council shall report on the progress of the Council on a bi-monthly basis to the Chief Justice, and shall also report to the Executive Committee at each of its meetings.

(J) The Council shall submit its written recommendations for the establishment of any systemwide policy to the Chief Justice for consideration and implementation. After initial review by the Executive Committee, any final decision on the establishment of systemwide policy shall be made by the Chief Justice and the Supreme Court.

Chief Justice Myron T. Steele

c: The Honorable Ruth Ann Minner
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Jack B. Jacobs
The Honorable Henry duPont Ridgely
Members of the Judicial Conference

The Honorable M. Jane Brady
The Honorable Lawrence Sullivan
Carl Schnee, Esquire
Court Administrators
Clerk of Supreme Court
Chair of Senate Judiciary Committee
Chair of House Judiciary Committee